



HEADQUARTERS  
HAWAII WING, CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
PO Box 29417  
Honolulu, HI 96820



1 Oct 2007

Wing Financial Instruction F-09

**Wing Banking Program**

1. **Purpose.** This document prescribes the policies and procedures for squadron implementation of the Wing Banking Program. This instruction does not change the requirements in CAPR 173-1. The Wing Banking Program offers a significant improvement in corporate financial accountability by allowing a centralized audit of the entire organization. It also eliminates the requirement for unit reports at year-end and the challenges encountered by the wing when preparing the consolidated report.

2. **Policy.** In the Wing Banking Program, HIWG acts as the bank, accountant, reporter, and check-writer service for subordinate units. Units continue to maintain control of the obligation and transference of their funds via the local unit finance committee. HIWG may not transfer or obligate unit funds without unit written approval. HIWG will not impose internal service charges to units.

3. **Unit Finance Committee.** Each unit commander will establish a finance committee in writing by 31 January each year. The purpose of the finance committee is to ensure the proper management of the unit's funds. A copy of the PA appointing members and any subsequent changes must be submitted to HIWG/FM. This committee will be composed of the unit commander as the chairperson, the finance officer, and at least one other staff member. Minutes must be recorded and should contain the names of those who made motions and seconds. There should also be a record of how members voted. All minutes are retained as permanent records.

**4. Deposits.**

- a. All unit funds will be deposited in the name of the CAP unit into the checking account maintained by HIWG within ten days of receipt by the unit.
- b. HIWG Form WBP-001, Deposit Advice, must be forwarded via conventional mail, fax or email to the HIWG/FM or Wing Administrator to ensure the funds are properly debited to the Unit. The following information will be recorded: Who the money was received from, Purpose / Account #, Check # / Cash, Date of deposit and Amount.
- c. HIWG/FM and Unit will retain a copy of the Deposit Advice. The unit may retain the original deposit slip; a copy must be sent to HIWG/ /FM.
- d. Alternatively, units may forward checks for deposit by the HIWG/FM. Cash must not be sent to wing for deposit; cash must be converted to a money order or certified check before submitting to wing for deposit. If Wing deposits the check into the checking account, then Wing will maintain a copy of the deposit slip. If the unit deposits the check into the checking account, the unit will maintain a copy of the deposit slip.

**5. Check Requests.**

- a. HIWG Form WBP-002, Check Request, must be forwarded via conventional mail, fax or email to HIWG/FM to ensure that funds are properly credited to the Unit. The following information will be

## HIWG WING BANKING PROGRAM

1 Oct 2007

recorded: Date of request, date needed by, payee, account number (if applicable), payee's mailing address, payee's e-mail address (if available), payee's phone number (if available), and an itemization of the expense that includes a brief description of the expense, GL account number and amount, and total payment amount. The unit must maintain the invoice for audit purposes.

b. The vendor's invoice(s) must accompany the request; copies, scanned or faxed documents are acceptable.

c. If check amount is \$250.00 or more, the date of approval, as recorded in finance committee minutes, must be documented on the form along with a signature from one other finance committee member. Expenses over \$250 require a majority of the finance committee to approve the expense in writing. This is not required for recurring expenses that have been approved in writing on HIWG Form WBP-003, Squadron Recurring Expense Authorization, and previously submitted to HIWG/FM.

d. All requests must be approved by the unit commander. Faxed or printed forms must bear signature of the unit commander. Emailed forms must originate from the primary email address (as reflected in NHQ e-services) of the unit commander.

### **6. Additional Requirements for Member Reimbursement.**

a. Receipts must accompany the request; copies, scanned or faxed documents are acceptable.

b. Members may not approve reimbursement to themselves.

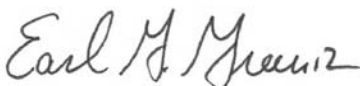
c. If the payee is the unit commander, and the request is less than \$250, then another member of the committee needs to approve the request. If the request is over \$250 then two finance committee members (other than the unit commander) need to approve the request.

d. Except as noted above, all requests must be approved by the unit commander. Faxed or printed forms must bear signature of the unit commander.

e. Emailed forms must originate from the primary email address (as reflected in NHQ e-services) of the unit commander.

**7. Recurring Expense Authorization.** Units may authorize HIWG/FM to pay recurring expenses without additional written approval. Authorization must be documented on HIWG Form WBP-003, Squadron Recurring Expense Authorization and submitted to HIWG/FM. Such authorization must be approved by the unit commander and finance officer, and submitted annually.

**8. Policy Exceptions.** Requests for exceptions to this policy must be submitted to HIWG/CC for case-by-case review and approved or denial.



EARL G. GREENIA, Colonel, CAP  
Commander

### **DISTRIBUTION:**

1 – Each Squadron

1 – USAF/CAP Liaison Office

1 – HQ/PACR